

FY 2010 Equipment Assistance Grant Application Check List

Iowa Department of Education

Bureau of Nutrition, Health and Transportation Services

General Number: 515-281-5356

This tool is designed to assist the SFA in submission of the SFA Application and School/Central Kitchen/Production Kitchen Applications. Only complete applications will be included in the selection process. Please review carefully the FY 2010 Food Service Equipment Assistance Grant memorandum and the SFA and School/Central Kitchen or Production Kitchen Applications to ensure all required information is submitted. Below are several key areas that need to be included for the application to be complete.

- ☐ 1. SFA Application Complete
 - ☐ All questions answered
 - ☐ SFA/School Capitalization Policy is **attached** as required if equipment costs under \$5000.00. SFA Capitalization Policy must support the lesser amount.

- ☐ 2. School Application or Central/Production Kitchen Application
 - ☐ All questions are answered
 - ☐ Specification(s) or descriptions of the item (type of equipment, features, functionality, capacity, etc.) that will be used in the bid purchasing process are **attached**, as required, and match equipment listed in Question 4.
 - ☐ Complete description of how equipment impacts at least one of the four focus areas. Justify why the equipment is needed and the frequency of use. Justify why grant funds are needed to support the procurement. **IMPORTANT: Given the focus areas, the State Agency will not approve funding for computerized software or hardware.**